

Memorandum

TO: Western Oregon University Employees

FROM: Human Resources

DATE: March 20, 2020

RE: Electronic Submission of Pay Documents - Use PayDocuments@wou.edu

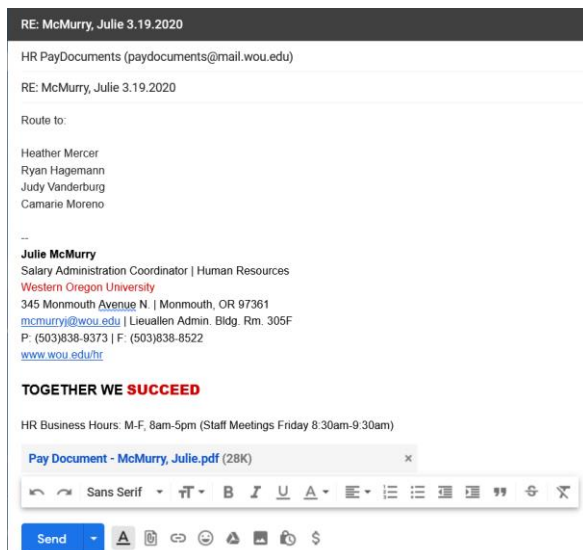
Hi All,

Submission of pay documents to Human Resources can now be done in a fully electronic format. Instead of routing your pay document around campus for physical signatures, you may now email your pay document to paydocuments@wou.edu. Once received, our office will electronically route your pay document for approval for **all** signatories.

The following are guidelines regarding the use of paydocuments@wou.edu:

1. Submit your pay document in a PDF format;
2. If supporting documentation needs to be attached to the pay document, please submit both the pay document and supporting documentation in one PDF file;
3. Submit **one** pay document per email to paydocuments@wou.edu;
4. Make the Subject line "RE: LastName, FirstName, DateSubmitted";
5. In the body of the email, provide the names of each individual that needs to sign the pay document **in order** as outlined on the pay document;
6. If your submission to paydocuments@wou.edu is in an incorrect format, it will be returned to you and not processed until it is submitted in the correct format; and
7. Only email pay documents to paydocuments@wou.edu. Questions regarding human resources practices and paperwork should be submitted to hr@wou.edu or another staff member directly.

An example email to paydocuments@wou.edu is below:



Should you have any questions, please do not hesitate to contact our office. We appreciate your cooperation.